



Ten Tips for Succeeding in the Workplace

Whether you will be job shadowing a career or starting your first day of work, proper behavior is important at the workplace. The following tips will help you have a successful experience at the worksite:

1. Be honest.
2. Have a positive attitude—be friendly, courteous, polite, and cooperative with workers and clients.
4. Be reliable and prompt.
5. Notify the appropriate supervisor (in your case, your job shadow host) when you are going to be late or absent.
6. If you do not understand something, ask questions or ask for help. It is better to admit you are learning than to make a costly mistake.
7. Respond positively to constructive criticism.
8. Take responsibility for your actions.
9. Give your best effort at all times.
10. Challenge yourself to be a continuous, lifelong learner.
11. Always be open to change.